

EMPLOYMENT OPPORTUNITY

20 East Sixth Street • Tempe, Arizona 85281 • 480/350-8276 • TDD 480/350-8400
<http://www.tempe.gov>

Committed to Equal Opportunity and Reasonable Accommodation



UTILITY SERVICES TECHNICIAN I/II (Water Utilities Department / Utilities Division)

OPENING DATE: June 26, 2006

CLOSING DATE: Open until needs of the City are met. First review of applications will be **July 10, 2006** position may close at that time.

ANNUAL SALARY RANGE

LEVEL I: \$28,965 – \$39,108

LEVEL II: \$33,600 – \$48,847*

Currently this position is classified as FLSA Non-Exempt - eligible for overtime compensation and/or compensatory time.

Note: Following a period of time employees in this classification may, upon meeting requirements, be “flexed” or reclassified to the journey level class of Utility Services Technician II, where they may be given the opportunity, or required, to learn and perform duties in other skill/trade areas and compensated under the **Skill Based Pay program**. (*Maximum salary for the Level II is based on the number of skill blocks attained. Employees are guaranteed the opportunity to earn certification in 3 skill blocks).

MINIMUM QUALIFICATIONS

LEVEL I: Equivalent to one year of general construction experience is desirable. Requires equivalent to completion of the twelfth grade. Requires the possession of, or the ability to obtain within 60 days of hire, a valid Class A Commercial Arizona driver's license. Requires possession of, or the ability to obtain within twelve months of hire, a Grade I Water Distribution System Operator Certificate and a Grade I Wastewater Collection System Operator Certificate issued by the State of Arizona.

LEVEL II: Equivalent to two years of increasingly responsible experience in the installation, maintenance and/or repair of water and wastewater systems for a utility. Requires the equivalent to completion of the twelfth grade. Requires the possession of a valid Class A Commercial Arizona driver's license. Possession of the Grade I Water System Operator Certificate and the Grade I Wastewater Collection System Operator Certificate issued by the State of Arizona. Tempe employees in this classification must obtain Grade II Certificate(s) to qualify for some of the skill blocks in the Skill Based Pay (SBP) program.

ADDITIONAL REQUIREMENT

Successful completion of probationary period is contingent upon passing an FBI background investigation. If requesting veteran's preference, the appropriate DD214 must be attached at the time of application.

REPRESENTATIVE DUTIES

(For the complete job description go to: <http://www.tempe.gov/hrcc/docs>)

LEVEL I:

- Install new water meters; change out old water meters.
- Exercise water main valves; exercise fire hydrants.
- Assist in doing "hot taps" on water mains; assist in doing taps on sewer mains.
- Assist in installing or repairing water or sewer mains and services; assist in fire hydrant repairs.
- Use a variety of hand tools and operate dump trucks and utility work trucks in performing duties.

LEVEL II:

- Perform all of the duties of the Utility Services Technician I.
- Install and maintain fire hydrants.
- Install, maintain and repair water and sewer services, water and sewer mains, water valves, water meters, and all related appurtenances.

SELECTION CRITERIA

Applicants whose experience and training most closely suit the needs of the City may be selected for further testing/interviews. The City of Tempe conducts thorough background checks. **Falsifying information or lying during any stage of the selection/hiring process will make you ineligible for new or continued City employment.**

RECRUITMENT CODE: 2076

TLM/pmm

WATER UTILITIES DEPARTMENT SKILL BASED PAY PLAN

Utility Services Section: Skill Based Pay Plan													
Job Title	Job Code	Core Range	Range Minimum	Limit of Annual Merit Pay Progression	Fire Hydrant Repair (SU1)	TV Truck Operation A (SU7) *	TV Truck Operation B (SU3) *	Heavy Equipment Operation (SU4)	Cleaning Truck Operation (SU5)	Customer Response (SU6)	Skill Based Pay Max	Maximum amount of "at risk" team pay (2.5% of total pay)	New Maximum with "at risk" team pay
Utility Services Technician I	8285	14	\$28,965	\$39,108	N/E	N/E	N/E	N/E	N/E	N/E	N/E	\$978	\$40,086
Hourly Rate			\$13.925	\$18.802	N/E	N/E	N/E	N/E	N/E	N/E	N/E		
Utility Services Technician II	8286	20	\$33,600	\$39,484	\$2,463.00	\$2,012.00	\$2,012.00	\$3,920.00	\$3,450.00	\$3,450.00	\$56,791	\$1,420	\$58,211
Hourly Rate			\$16.154	\$18.983	\$1.184	\$0.967	\$0.967	\$1.885	\$1.659	\$1.659	\$27.303		
Utility Services Team Leader	8289	29	\$41,963	\$56,659	N/E	N/E	N/E	N/E	N/E	N/E	N/E	\$1,416	\$58,075
Hourly Rate			\$20.175	\$27.240	N/E	N/E	N/E	N/E	N/E	N/E	N/E		

Water Quality Section: Skill Based Pay Plan													
Job Title	Job Code	Core Range	Range Minimum	Limit of Annual Merit Pay Progression	Electrical (SW1)	Instr. and Control (SW2)	Mechanical (SW3)	Water Plant Operation (SW4)	Reclamation Plant Operation (SW5)		Skill Based Pay Max	Maximum amount of "at risk" team pay (2.5% of total pay)	New Maximum with "at risk" team pay
Plant Ops & Maintenance Trainee+	8246	20	\$33,600	\$45,368	N/E	N/E	N/E	N/E	N/E		N/E	\$1,134	\$46,502
Hourly Rate			\$16.154	\$21.812	N/E	N/E	N/E	N/E	N/E		N/E		
Plant Mechanic	8248	26	\$38,972	\$45,790	\$3,974.88	\$3,974.88	\$0.00	\$4,178.72	\$4,178.72		\$62,097	\$1,552	\$63,650
Hourly Rate			\$18.737	\$22.014	\$1.911	\$1.911	\$0.000	\$2.009	\$2.009		\$29.854		
**Plant Operator (Water Plant)	8247	26	\$38,972	\$45,790	\$3,974.88	\$3,974.88	\$3,317.60	\$0.00	\$4,178.72		\$61,236	\$1,531	\$62,767
Hourly Rate			\$18.737	\$22.014	\$1.911	\$1.911	\$1.595	\$0.000	\$2.009		\$29.440		
**Plant Operator (Reclamation Plant)	8247	26	\$38,972	\$45,790	\$3,974.88	\$3,974.88	\$3,317.60	\$4,178.72	\$0.00		\$61,236	\$1,531	\$62,767
Hourly Rate			\$18.737	\$22.014	\$1.911	\$1.911	\$1.595	\$2.009	\$0.000		\$29.440		
Plant Electrician	8421	30	\$43,025	\$50,553	\$0.00	\$3,974.88	\$3,317.60	\$4,178.72	\$4,178.72		\$66,203	\$1,655	\$67,858
Hourly Rate			\$20.685	\$24.304	\$0.000	\$1.911	\$1.595	\$2.009	\$2.009		\$31.828		
Instrumentation and Control Technician	8249	31	\$44,105	\$51,819	\$3,974.88	\$0.00	\$3,317.60	\$4,178.72	\$4,178.72		\$67,469	\$1,687	\$69,156
Hourly Rate			\$21.204	\$24.913	\$1.911	\$0.000	\$1.595	\$2.009	\$2.009		\$32.437		
Plant Team Leader	8250	36	\$49,888	\$67,352	N/E	N/E	N/E	N/E	N/E		N/E	\$1,684	\$69,036
Hourly Rate			\$23.985	\$32.381	N/E	N/E	N/E	N/E	N/E		N/E		

N/E = Not Eligible for Skill Based Pay (SBP)

*TV Truck A & B are two halves of one skill block opportunity.

** This is the same job classification... separated to show the two tracks possible within that classification.

CDL SUPPLEMENT

Name _____ Social Security # _____

Current Address: _____
Street Address City State Zip

Address for the past three years (attach sheet if more space is needed):

_____ How Long? _____
Street Address City State Zip

_____ How Long? _____
Street Address City State Zip

Please list all unexpired commercial motor vehicle operator's licenses or permits			
State	License Number	Type	Expiration Date

Please list all motor vehicle accidents in which you were involved the past three years regardless of fault. Attach another sheet if more space is needed.			
Dates	Nature of Accident (Head-On, Rear-End, etc.)	Fatalities	Injuries

Please list all traffic convictions and forfeitures, including fines, for the past three years (other than parking violations). Attach another sheet if more space is needed.			
Location	Date	Charge	Penalty

A. Have you ever been denied a license, permit or privilege to operate a motor vehicle?
Yes ☐ No ☐

B. Has any license, permit or privilege ever been suspended or revoked? Yes ☐ No ☐

If the answer to either A or B above is yes, please provide details (attach sheet if more space is needed):

Please list your driving experience in the table below. Include the type of medium and/or heavy equipment (i.e. bus, forklift, side loader, backhoe, gang mower, large truck, and crane) you have operated and include the length of time and skill level. Attach sheet if more space is needed.

Type of Medium / Heavy Equipment Operated	Dates		Skill Level			Please provide any additional information you can regarding: Vehicle's Make and Model; Size; Weight of Equipment; Type of Equipment; and for what employers; etc.
	From	To	Somewhat Skilled	Moderately Skilled	Very Skilled	
Example: Refuse Truck	5/23/99	5/22/01			X	Volvo WX; 26,000+ Gross Vehicle Weight; ACME Garbage Collection
Refuse Truck(s)						
Large Fork Lift(s)						
Bulldozer(s)						
Street Sweeper(s)						
Motor Grader(s)						
Bucket Truck(s)						
Front-End Loader(s)						
Large Trucks/Buses						
Other:						

I hereby certify that all statement contained herein are true to the best of my knowledge. I understand that omissions or misstatements may be cause for rejection of this application, removal of my name from an eligibility list(s), and/or discharge from City Service. I understand that this information is subject to verification with my former employers.

Signature

Date



City of Tempe / Application for Employment

City of Tempe / Human Resources / 20 East Sixth Street / Tempe AZ 85281 / (480) 350-8276 / TDD (480) 350-8400 / <http://www.tempe.gov>

The City of Tempe is an Equal Opportunity / Reasonable Accommodation Employer.

The City of Tempe Promotes a Drug and Alcohol Free Workplace.

DIRECTIONS:

Read the recruitment bulletin before completing this application - request a copy if not provided. Answer all questions completely including any supplemental forms. Type or print neatly in black ink. Sign this application and all other forms. Any omission, misstatement, or falsification may be cause for rejection of this application, removal of your name from an eligibility list, or discharge from City Service.

1. Position Applying For: _____ Recruitment Code (RC#): _____
2. Name (Last, First, Middle Initial): _____
3. Social Security Number: _____
4. Mailing Address: _____
Street Address City State Zip
5. Phone Number: HOME: _____ WORK: _____
6. Driver's License (Number, State, Class): _____
7. Are you a U.S. Citizen or a non-U.S. Citizen authorized to work in the United States? Yes No
8. Have you ever worked for the City of Tempe? Yes No If Yes, from _____ (Mo/Yr) to _____ (Mo/Yr)
If you are a current City of Tempe employee, are you: Temporary? Regular?
Have you completed your initial six (6) month probationary period? Yes No
9. To assist us with verifying previous work experience and /or education, please list other names you have gone by:

10. Type of position you will accept: Full Time Part Time Regular Temporary
11. Are you claiming Civil Service Preference for Veteran's under ARS 38-492:
 - As a qualified or disabled veteran? Yes No If yes, you must submit Form DD214, or certification from the Veteran's Administration.
 - As a spouse of an eligible veteran pursuant to ARS 38-492(D)? Yes No If yes, you must submit Form DD214, or certification from the Veteran's Administration.
12. Are you related to any member of the Tempe City Council or any Tempe Commission/Board Member, or any City of Tempe employee? Yes No If Yes, indicate his/her **Name, Position, and Relationship to you:**

DO NOT WRITE BELOW THIS LINE - TURN PAGE AND CONTINUE

Q ☐ NQ ☐ A ☐ B ☐ C ☐ Application Entered ☐

HR Review ☐

Date

Department Review ☐

Date

Proof of Education and/or Professional Registration(s), License(s), and Certification(s) will be required prior to hire/promotion.

13. Do you have a High School Diploma or a G.E.D.? Yes No

14. Education from an **Accredited** College/University:

College:	Major:	Type of Degree:	Degree Completed:	Credit Hours:
			Yes No	
			Yes No	
			Yes No	
			Yes No	

15. Trade and/or Technical Schools:

Trade/Technical School:	Subject Studied:	Type of Degree:	Degree Completed:	Credit Hours:
			Yes No	
			Yes No	

16a. Professional Registration(s), License(s), and/or Certification(s) you possess ***that relate to this position:***

Type of Professional Registration, License, and/or Certification:	License Number (if applicable):	Date Received:	Expiration Date (if applicable):

16b. Special training ***that relates to this position:***

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17. List computer software program(s) with which you are proficient in operating ***that relate to this position:***

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18. List equipment with which you are proficient in operating ***that relate to this position:***

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19. Language Proficiency (Other than English):

Language:	Speak:	Read:	Write:
	Yes No	Yes No	Yes No
	Yes No	Yes No	Yes No
	Yes No	Yes No	Yes No

20. **May we contact your current employer if you are considered for hire/promotion?** Yes No

You may make copies and use as many of these sheets as necessary to continue your employment history.

Begin with your present or most recent position. List all jobs, paid or volunteer, for at least the past ten years. Your qualifications will be evaluated **solely** on the application form and, if applicable, any supplemental questionnaire(s).

RESUMES MAY **NOT** BE SUBSTITUTED FOR THE REQUESTED INFORMATION.

DO NOT WRITE "SEE RESUME" IN THE SPACES BELOW.

Employer:	Type of Business:
Address:	Phone:
Job Title:	Number of Employees Supervised:
Supervisor (Name/Title/Phone):	
Employment Dates: from (Mo/Yr) to (Mo/Yr)	Total Time Employed: Yrs Mos
Hours Per Week:	Present/Ending Wage: \$ Per
Work Performed:	
Reason for Leaving:	

Employer:	Type of Business:
Address:	Phone:
Job Title:	Number of Employees Supervised:
Supervisor (Name/Title/Phone):	
Employment Dates: from (Mo/Yr) to (Mo/Yr)	Total Time Employed: Yrs Mos
Hours Per Week:	Ending Wage: \$ Per
Work Performed:	
Reason for Leaving:	

Employer:	Type of Business:
Address:	Phone:
Job Title:	Number of Employees Supervised:
Supervisor (Name/Title/Phone):	
Employment Dates: from (Mo/Yr) to (Mo/Yr)	Total Time Employed: Yrs Mos
Hours Per Week:	Ending Wage: \$ Per
Work Performed:	
Reason for Leaving:	

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Begin with your present or most recent position. List all jobs, paid or volunteer, for at least the past ten years. Your qualifications will be evaluated **solely** on the application form and, if applicable, any supplemental questionnaire(s).

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Employer:	Type of Business:		
Address:	Phone:		
Job Title:	Number of Employees Supervised:		
Supervisor (Name/Title/Phone):			
Employment Dates: from	(Mo/Yr)	to	(Mo/Yr)
Total Time Employed:		Yrs	Mos
Hours Per Week:	Present/Ending Wage: \$ Per		
Work Performed:			
Reason for Leaving:			

Employer:	Type of Business:		
Address:	Phone:		
Job Title:	Number of Employees Supervised:		
Supervisor (Name/Title/Phone):			
Employment Dates: from	(Mo/Yr)	to	(Mo/Yr)
Total Time Employed:		Yrs	Mos
Hours Per Week:	Ending Wage: \$ Per		
Work Performed:			
Reason for Leaving:			

Employer:	Type of Business:		
Address:	Phone:		
Job Title:	Number of Employees Supervised:		
Supervisor (Name/Title/Phone):			
Employment Dates: from	(Mo/Yr)	to	(Mo/Yr)
Total Time Employed:		Yrs	Mos
Hours Per Week:	Ending Wage: \$ Per		
Work Performed:			
Reason for Leaving:			

Employer:	Type of Business:		
Address:	Phone:		
Job Title:	Number of Employees Supervised:		
Supervisor (Name/Title/Phone):			
Employment Dates: from	(Mo/Yr)	to	(Mo/Yr)
Total Time Employed:		Yrs	Mos
Hours Per Week:	Ending Wage: \$		Per
Work Performed:			
Reason for Leaving:			

21. Have you ever been requested or forced to resign from a position for misconduct or unsatisfactory service?

Yes No If Yes, please explain:

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22. Have you ever been convicted of a **misdemeanor** or **felony** (other than minor/civil traffic offenses), placed on probation, fined or given a suspended sentence (include military trial convictions)?

Note: Reckless operation, hit-and-run, D.U.I., excessive speeding, and similar charges are NOT considered minor traffic offenses. Moreover, an excessive number of traffic violations (including minor/civil offenses) should be reported.

Yes No If Yes, provide charges, dates and locations:

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Convictions will not automatically bar an applicant from employment for City jobs. The relationship of the conviction to the job, as well as its severity, the passage of time, and subsequent job performance will all be considered.

PLEASE READ THIS STATEMENT AND CAREFULLY REVIEW YOUR ENTIRE APPLICATION MATERIAL .

I certify that all statements made on the application form and, if applicable, any supplemental questionnaire(s) are true and complete. I understand that any omission, misstatement, or falsification may be cause for rejection of this application, removal of my name from an eligibility list(s), and/or discharge from City Service. In addition, I authorize any individual, company, organization, or institution to release any and all information concerning statements made by me on this application, and I do hereby release all parties and individuals connected therewith from all liabilities for any damages whatsoever incurred in furnishing such information.

By checking this box and typing your name below, you certify that you have read and understand the above paragraph.

Print Applicant's Name: _____ Date_____

Applicant Signature_____ Date_____

The City of Tempe does not accept faxed copies of applications.



Voluntary Employment Data Record

Completing ethnicity, gender, age and disability information is **OPTIONAL**; it is used for statistical reporting purposes only. It is **NOT** disclosed to the hiring department.

Position Applied for: _____ RC#: _____

Name: _____ Date: _____
Last First

Gender: Female Male

Disabled: Yes No

Ethnic Group:

White

Black

Hispanic

Asian

American Indian

Other

Age Group:

16 and under

17 – 20

21 – 29

30 – 39

40 +

Highest grade completed: _____

How did you hear about this position: _____